

**INSTRUCTIONS -Renewal of
PRIVATE DETECTIVE AGENCY LICENSE**

**STATE OF KANSAS
OFFICE OF THE ATTORNEY GENERAL
Through the KANSAS BUREAU OF INVESTIGATION**

The **2-year** renewal application must be completed in its entirety to renew your private detective agency license. The renewal application must be accompanied by:

- **Two fingerprint cards for all owners, partners, officers, directors, associates with the agency.**
- **\$175.00 Renewal fee.**
Money order, cashiers check or personal check: payable to the Kansas Bureau of Investigation.
OR bill the renewal fees on a Visa or Master Card credit card. Complete the attached form for credit card billing.
- Verification of a corporate surety bond in the amount of **\$100,000** or more **OR** a certificate of insurance showing general liability insurance providing coverage in the amount of **\$100,000** or more for bodily injury or property damage caused by negligence and errors or omissions; **OR** verification of **\$100,000** or cash deposit with the State Treasurer.

To allow time for processing the renewal applications, please submit the renewal application, required documents and fees **as soon as possible, but no later than the date of your current license**. Keep in mind your current private detective agency license will expire 60 days from the date of this notice unless a timely renewal application has been submitted.

Mail completed renewal application, accompanying documents and renewal fee to:

**Kansas Bureau of Investigation
Private Detective Licensing
1620 SW Tyler
Topeka, Kansas 66612-1837**

If you have questions please contact Corrina Clements, Program Manager, Private Detective Licensing, (785) 296-4436, e-mail to corrina.clements@kbi.state.ks.us, or postal mail.

FEE SCHEDULE PRIVATE DETECTIVE LICENSING, RENEWALS & other items

Independent (*self-employed*)

License Fee - \$250.00 (2yrs from date of issuance)

Renewal Fee \$175.00 (2yrs)

Requires \$100,000.00 bond or certificate of insurance

Agency (*employs others*)

License Fee - \$250.00 (2yrs from date of issuance)

Renewal Fee \$175.00 (2yrs)

Requires \$100,000.00 bond or certificate of insurance

Individual employee (*works under the agency license*)

License Fee - \$250.00 (2yrs from date of issuance)

Renewal Fee \$175.00 (2yrs)

(Insurance covered by Agency Bond or Insurance)

Officer, Director, Partner, or Associate (*of the Agency engaged in detective business*)

License Fee - \$100.00 (2yrs from date of issuance)

Renewal Fee \$100.00 (2yrs)

(covered by Agency Bond or Insurance)

Duplicate License - \$5.00

Information/Application Packet - \$15.00 (deducted from cost of application)

Current list of Private Detectives & Agencies in Kansas - \$.24 per page

PRIVATE DETECTIVE AGENCY
RENEWAL
STATE OF KANSAS
OFFICE OF THE ATTORNEY GENERAL
Through the KANSAS BUREAU OF INVESTIGATION

1. Name of person submitting renewal application: _____
(Type or print full name)

2. Agency name: _____ Agency number _____

3. Street address of business:

(Number & Street) (City) (State) (Zip)

Business phone: _____ Fax number: _____

E-mail address: _____

4. **Mailing address** if different than street address:

If renewal application is for **branch office** please provide the street address:

(Number & Street) (City) (State) (Zip)

Business phone: _____ Fax number: _____

4. List **all** owners, partners, officers, directors and/or associates with the agency.

(a) Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth _____ SSN# _____ DL # _____

b) Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth _____ SSN# _____ DL # _____

c) Name _____ Position _____

Res. address _____
(Number & Street) (City) (State) (Zip)

Date of birth _____ SSN# _____ DL # _____

Use a separate page to continue partners, officers, directors or associates.

1

Please answer the following questions. If the answer is “yes” to any of the following questions, please provide a separate page with a full explanation.

5. In the past two years to your knowledge, has any officer, partner, associate or director of the agency:
- (a) been arrested for **any** crime other than minor traffic violations in this state or any other state? ☐ Yes
☐ No
 - (b) been indicted or convicted of a felony in this state or any other state? ☐ Yes ☐ No
 - (c) been convicted of a misdemeanor in this state or any other state? ☐ Yes ☐ No
 - (d) been the subject of a complaint to any department, bureau, board, prosecuting officer, criminal court, or any other governmental or regulatory body or officer in this state or any other state? ☐ Yes ☐ No
 - (e) had any license as a private detective denied, suspended, revoked, or subjected to other disciplinary action in this state or any other state? ☐ Yes ☐ No
 - (f) become a law enforcement officer or been granted a special commission from any law enforcement? ☐ Yes ☐ No
 - (g) been found incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease? ☐ Yes ☐ No
 - (h) become addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drugs? ☐ Yes ☐ No
 - (i) received inpatient or outpatient treatment for alcohol, any controlled substance, narcotic or drug addiction, dependence or abuse? ☐ Yes ☐ No

AFFIDAVIT

I, _____, am authorized by the _____, Private Detective Agency, to sign the renewal application. I have read and examined the statements, made in the above renewal application and the information contained herein is true and correct to the best of my knowledge and belief. I understand that private detective agencies can only employ licensed private detectives to engage in investigative activities, such as surveillance, interviews and background investigations.

Signature and position in agency

Date

